



Job Title	Manager I - Management Information Systems
Department/Institute	IS Department
Reporting to	Director of Data & Info Management
Main Objective	Managing and working within the IS department and working on information management and data insight with the information systems at MCAST College

1. Configuration and delivery of Reports extracted from SQL server and other databases. Maintenance of such reports as well as periodic redesign of reports to ensure high performance and availability of data
2. Troubleshooting of said reports from various different Information Systems available on campus up to and including mysql based and dockerized database systems.
3. Extensive liaison work with IS Department management in the development of processes to support information based activities within the college, including making data available for API access as needed.
4. Assistance in the development and maintenance of server software as well as assistance in troubleshooting server and data issues.
5. Allocation of work to other team members ensuring that the quality of work is consistent with MCAST quality standards;
6. Provide in-house support and training when necessary to end users;
7. Supporting the Director in setting up and maintaining cloud server storage;
8. Following up on support requests by lecturing and administrative staff;
9. The list is not exhaustive and management may change tasks if and when required and according to the exigencies of MCAST and its subsidiaries.